

JOINT SCHOOL DISTRICT NO. 391  
 KELLOGG, IDAHO  
 PERSONNEL ACTION CALENDAR  
 2009/2010

Listed below are certain legal steps which must be taken in relation to personnel. Some dates are set forth in the Idaho Code. Others (*marked with an asterisk\**) are suggested as necessary to meet the intent of the law and may be altered depending on the circumstances involved in individual cases. The governing section of the Code is given.

RENEWABLE CONTRACT PERSONNEL

<u>ACTION</u>	<u>DATE</u>	<u>CODE/COMMENTS</u>
Deadline for placing on probation	*January 9	33-515 states "reasonable" time
Deliver Contracts	May 15	33-515(1)
Deadline of notice of intent not to renew or to reduce salary	May 25	33-515
Deadline, return of contracts	May 25	33-513(1) 10 day minimum
Deadline, return of intent to accept renewal of contract	May 25	33-515
Deadline, written notice of acceptance of offered renewal required by board	May 25	33-515
Deadline, holding hearing on notice of intent not to renew	6-21 days	33-513

NON-RENEWABLE CONTRACT PERSONNEL

Deadline for placing on probation	January 9	33-513(5) same as renewable
Deliver Contracts	May 15	
Deadline, return of contracts	May 25	33-513(1) 10 day minimum
Deadline of notice of intent not to renew or to reduce salary	May 25	33-514
Deadline, written notice of acceptance of offered renewal required by board	May 25	33-513
Deadline, return of intention To accept renewal of contract	May 25	33-513(1)
Deadline to hold informal Review of intent not to renew	Not stated	33-513(5)

It may be necessary to hold special meetings to comply with deadlines since many do not coincide with our regular schedule.